



CITY OF ATLANTA

Job Announcement

RECREATION ADMINISTRATOR

STARTING SALARY: \$46,531

Salary Grade: 24

**Applications accepted from: April 18, until April 29, 2005
or until the vacancy is filled**

Minimum Requirements

Bachelor's degree in Business, Public or Recreation Administration, education or related field; and three years of progressively responsible recreation management experience; or an equivalent combination of education, training, and experience.

Licenses and Certificates

Applicants must possess and maintain a valid Georgia Driver's license.

Duties of the Job:

This employee provides professional supervisory work in planning, budgeting, IT coordination, procurement, human resource management, office administration, fleet management, and coordinating the Recreation Bureau's administrative functions. Coordinates the bureau's participation reporting process (i.e., ATL Stats, Dashboards, etc. Assists in developing the annual budget. Works to insure that sufficient quantity and quality of materials, supplies and equipment are obtained to adequately meet the bureau's programmatic and administrative needs. Coordinates with the department's Human Resource Manager to plan and secure appropriate bureau staffing, insures that performance appraisals are completed within required time frames, assists in completing any required personnel reports. Manages the Bureau's fleet of vehicles, insures that they are properly registered, and maintained; inspects vehicles on a continuing basis to insure that they are not abused by employees or recreation participants. Performs other duties as assigned.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification of this requirement required prior to appointment.

3/29/05

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